



Country Club of York

Clubhouse Steward

(Janitor, Housekeeper, Houseman, Event Setup)

Contact: jpoznick@ccyork.org

Job Description/Essential Functions

The essential functions of the Clubhouse Steward are to: clean and keep organized all buildings on campus, perform some light maintenance issues as assigned by management, operate and maintain all laundry and laundry equipment, assist in setup, maintain, breakdown and refresh event rooms according to the Banquet Event Order function sheet and CCY standards, ensure all facility rooms are properly clean, organized in a timely manner, ensure timely and safe breakdown of all rooms, and maintain, clean and keep organized all storage spaces and accomplish all other cleaning tasks deemed necessary by management.

General Responsibilities

He or she is responsible for:

- Sets up and tears down meeting and banquet rooms as prescribed on the function sheets, move furniture
- Keeps all areas on campus organized and clean
- Washes, iron, folds and stores all laundry, operates and loads washers and dryers
- Maintains, cleans and organizes the laundry facility
- Assists in keeping the clubhouse property clean inside and out as assigned
- Locks and unlocks assigned buildings
- Takes out trash, handles recyclables
- Vacuums, dusts, mops, polishes, sweeps, wipes and overall cleaning of any and all rooms on campus
- Attends staff meetings including pre-shift and scheduled training as required
- Performs all other duties designated by management

Reporting

Reports directly to the Chief Engineer

Requirements

- Required to stand for long periods of time as well as kneel, crouch, bend, climb, stretch and twist or reach
- Push, pull or lift up to 50 pounds
- Exposure to loud noise levels, laundry and cleaning chemicals, potential exposure to human blood and infectious materials
- Work inside and outside in cold, hot, humid and noisy environment
- Must be able to lift and/or transfer furniture and equipment
- Able to handle, grasp or write with hands; reach with hands and arms
- Neat and professional appearance at all times
- One year of comparable custodial work preferred
- High School Diploma or GED is required
- Follows all of the guidelines outlined in the Employee Handbook
- Knowledge of janitorial and laundry operations
- Knowledge of event setup and breakdown
- Self-motivated, customer-service oriented and organized
- Works well in a team environment and has a positive attitude